



BOARD OF TRUSTEES: Cathline Fort, Matthew Gordon, Dr. Fermín Jaramillo, Dayna Karsch, and April McAllaster

---

## THE BOARD OF TRUSTEES

### MINUTES

Thursday, November 13, 2025, 6:30 p.m.

#### 1. Call to Order

- A. President Jaramillo called the meeting to order at 6:30 p.m. All members were present. President Jaramillo announced that all open sessions of the board meeting are audio-recorded and may capture the sounds of participants. President Jaramillo asked those participating in the meeting to join in the Pledge of Allegiance.

#### 2. Presentation

- A. Karen Simon, Health Services Coordinator, recognized the 2025-26 student winners for the Hand Washing Poster Contest as part of the District Wellness Program.
- B. Amy Tarasi, Principal of Heritage Intermediate School, and Caryn Kratzer, Visual and Performing Arts Teacher, presented “Inspiring Minds: Visual and Performing Arts (VAPA) in Action.” They highlighted their site’s data and shared how the VAPA program engages students in problem-solving, strategic thinking, and tackling both visual and conceptual challenges, while also fostering creativity and encouraging positive risk-taking.
- C. Spotlight on Service: Law Enforcement Partners. Laura Rowland, Assistant Superintendent of Personnel Services, recognized the Rancho Cucamonga Sheriff’s Department School Resource Officers (SROs) and the Fontana Police Department Community Outreach Public Engagement (COPE) Officers for their dedication to creating a safe and supportive environment for students and staff. She acknowledged the following law enforcement partners: Rancho Cucamonga Sheriff’s Department SRO team: Corporal Derek Brandt, Deputy Jonathan Lira, Deputy Erika Garcia, Deputy Brad Preston; Fontana Police Department COPE team: Chief Mike Dorsey, Captain Angela Stover, Sergeant Nathan Weiske, Officer Steve Reed, Officer Daniel Romero, and Officer Randy McDowell.
  - Before the presentation, Des Alvarez commented on the Spotlight on Service: Law Enforcement Partners regarding the district’s relationship with law enforcement and raised concerns about ensuring these relationships do not compromise the integrity of investigations involving schools, and referenced Terra Vista Elementary School.
  - Superintendent Sprague noted that a Fontana Police Department representative recently joined the district leadership team on a site visit to see classrooms and student interactions, gaining additional insight into local school operations.

#### 3. Public Comment on Agenda Items

*Pursuant to Board Policy 9324, Board Minutes and Recordings: “The minutes shall reflect the names of those individuals who comment during the meeting’s public comment period as well as the topics they address.”*

- A. Comments on agenda items:
  - Des Alvarez commented on the improvement of the meeting minutes.
  - Antoinette Jensen commented on multiple legal matters on the closed session agenda and the lack of transparency. She criticized recent public comment restrictions, shared concerns about mandatory reporting retaliation, and stated she lacks confidence in district leadership based on her experiences.

#### 4. Review / Adopt Agenda and Minutes

- A. The Board of Trustees, adopted the agenda as presented on a motion by Member Gordon, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.
- B. The Board of Trustees adopted the minutes of the meeting held on October 23, 2025, as presented on a motion by Member Fort, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.

**5. Business and Legal**

- A. Laura Rowland, Assistant Superintendent of Personnel Services, presented the Memorandum of Understanding between the Etiwanda School District and Etiwanda Teacher Association (ETA) regarding One-Time Incentive for Early Notification of Retirement/Resignation.
- The Board of Trustees discussed the resignation requirements and fiscal solvency. After discussion, the Board of Trustees took action to approve the Memorandum of Understanding between the Etiwanda School District and Etiwanda Teacher Association (ETA) regarding One-Time Incentive for Early Notification of Retirement/Resignation on a motion by Member McAllaster, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.
- B. After discussion, the Board of Trustees took action to approve Resolution No. 2526-19 regarding One-Time Early Tell Incentive for Full-Time, Non-Contracted, 8-hour Classified Employees on a motion by Member Fort, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.
- C. After discussion, the Board of Trustees took action to approve Resolution No. 2526-20 regarding One-Time Early Tell Incentive for Non-Contracted Management and Non-Represented Certificated Employees on a motion by Member McAllaster, seconded by Member Fort, and carried by a unanimous vote with all members present voting yes.
- D. Michael Mancuso, Director of Fiscal Services, presented Resolution 2526-17 of the Board of Trustees of the Etiwanda School District regarding accounting of development fees for 2024-25 fiscal year in the following fund or account: Capital Facilities Fund (Fund 25).
- The Board of Trustees discussed the refund process for Community Facilities Districts (CFDs). After discussion, the Board of Trustees took action to approve Resolution 2526-17 of the Board of Trustees of the Etiwanda School District regarding accounting of development fees for 2024-25 fiscal year in the following fund or account: Capital Facilities Fund (Fund 25) on a motion by Member Gordon, seconded by Member Fort, and carried by a unanimous vote with all members present voting yes.
- E. After discussion, the Board of Trustees took action to approve Resolution 2526-21 of the Board of Trustees of the Etiwanda School District to establish a supplemental retirement program for eligible employees on a motion by Member Fort, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.

**6. Superintendent**

- A. After discussion, the Board of Trustees took action to approve December 15, 2025, as the annual organizational meeting of the Board of Trustees of the Etiwanda School District on a motion by Member Karsch, seconded by Member Fort, and carried by a unanimous vote with all members present voting yes.
- B. The Board of Trustees was presented with information regarding two superintendent search firm agencies. Debra French and Tim Ritter, Co-Lead Consultants, with The Cosca Group, presented the superintendent search services proposal.
- The Board of Trustees reviewed and discussed contingency plans for completing the project, including projected timelines, guidance, and support for candidate interviews, associated training, social media vetting, and comprehensive background investigations. The discussion also encompassed all-inclusive costs, including placement guarantees.
- Dr. Kent Bechler and Dr. Dennis Smith, Co-Lead Consultants, with Leadership Associates, presented the superintendent search services proposal.
- The Board of Trustees discussed the all-inclusive costs, the scope and thoroughness of background checks, efforts to ensure a diverse pool of candidates, the availability and duration of post-process support, replacement guarantees, and opportunities for site visits for potential candidates.
- President Jaramillo opened the discussion, and Board Members' comments regarding the two search firm agencies followed.
- The Board of Trustees noted that The Cosca Group's presentation was thorough and transparent. The Board observed that both firms were reputable and shared many similarities; however, The Cosca Group offered slightly lower costs, including no additional fees should an additional search be required. The Board also appreciated The Cosca Group's no-cost two-year professional development for new superintendent.
- After discussion, the Board of Trustees approved The Cosca Group to assist with the superintendent search and authorized the superintendent/designee to sign any contracts or related documents, on a motion by Member Gordon, seconded by Member Fort, and carried by a unanimous vote, with all members present voting yes.

**6. Superintendent (continued)**

C. Superintendent Sprague congratulated Day Creek Intermediate School on receiving both the National and California Blue Ribbon Awards and announced that the California Dashboard results have been posted. She also shared photos highlighting Veterans Day recognitions at school sites, the Etiwanda Honor Band concert, Terra Vista Elementary’s Ruby Bridges Walk to School Day, recent site visits, social media updates, and upcoming events.

**7. Consent Calendar**

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Gordon, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.

- A. Approval of the personnel report which includes appointment, employment, contract renewal, assignment, committee on assignment, transfer, promotion, demotion, resignation, retirement, leave, out-of-class pay, termination, non-reelect, suspension, release of service, release of administrative assignment, and/or any other action affecting employment status.
- B. The Governing Board, acting as the legislative body for Community Facilities District (CFD) numbers 4, 5, 6, 7, 8, 9, 10, Rancho Etiwanda, Silver Ridge, Coyote Canyon, Henderson Creek, Victoria Gardens & Day Creek Square, ratifies the CFD expenditures for the period October 1 - 31, 2025, per the CFD Payment Log.
- C. Ratification of the Accounts Payable Warrant Register Reports. These are various routine warrants that have been requested to pay for purchase orders and various expenditures. The Board is requested to ratify batches dated October 1 - 31, 2025.
- D. Ratification of the Budget Financial Report for the period October 1 - 31, 2025.
- E. Approval of the declaration that miscellaneous items of district property are less than \$2,500 in value per item, are obsolete and unusable, and will be sold as surplus property, donated to eligible nonprofit organizations or disposed.
- F. Acknowledgement by the Governing Board of the Etiwanda School District of the receipt of letters of fingerprint certification from outside contractors verifying clearance of their employees.
- G. Approval of the following donations:

Donated by:	Donation of:	Donated to:
America’s Charities	Cash	Day Creek IS
America’s Charities	Cash	Etiwanda IS

H. Approval/Ratification for Contracted Services between Etiwanda School District and the following outside Contractors:

	Consultant/ Contractor/Presenter	Contract Number	Type of Service	Location of Service
1	University of Phoenix	AR111325A-01	Fieldwork	Etiwanda School District
2	Point Loma Nazarene University	AR111325A-02	Fieldwork	Etiwanda School District
3	Ruhnau Clarke Architects	DQ111325A-01	HVAC replacement	Perdew ES
4	Ruhnau Clarke Architects	DQ111325R-02	Shade canopy	Etiwanda IS
5	Impact CX	DQ111325A-03	Commissioning authority services for HVAC replacement	Day Creek IS
6	Sound Officials, Inc.	DN111325R-01	Basketball officials for intermediate school games	Day Creek IS Etiwanda IS Heritage IS Summit IS
7	Aeries	NR111325A-01	Conversion to online hosting of Aeries student information system	Etiwanda School District
8	Western Exterminator Company	RC111325R-01	Pest control	East Heritage ES
9	The Habit Restaurants LLC	SIS111325R-01	Food truck	Summit IS
10	Litix Insights	SUPT111325R-01	Data analytics platform	Etiwanda School District

**7. Consent Calendar(continued)**

I. Approval of Amendments/Addendums/Change Orders/Extensions:

	<b>Vendor / Project</b>	<b>Amendment/Addendum Change Order Number/ Extension</b>	<b>Original Contract Date or Dollar Amount</b>	<b>New Contract Date or Dollar Amount</b>
1	Central School District	SA111325A-01 Amendment #1	Correcting base price for student transportation from: \$280.81	To: \$283.68
2	Cucamonga School District	SA111325A-02 Amendment #1	Correcting base price for student transportation from: \$280.81	To: \$283.68
3	The Fontana Unified School District and All City Management Services	RC111325A-02 Amendment #4	2024/2025 school year	2025/2026 school year

J. Approval of Addendum to add ProCare Therapy consultant, Patrice Watson, for the period of November 3, 2025 through January 16, 2026. Agreement terms and rates will remain the same.

K. Approval of Addendum to add Pioneer Healthcare Services OT, Nellie Howes, for the period of October 31, 2025, through November 21, 2025. Agreement terms and rates will remain the same.

L. Approval of Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX) annual review, revisions, or deletions in alignment with new legislation, recent court decisions, or updated state and/or federal guidance for:

- BP 5141, *Health Care and Emergencies*, revision;
- AR 5141, *Health Care and Emergencies*, revision;
- BP 9005, *Governance Standards*, revision; and
- BP 9270, *Conflict of Interest*, revision.

M. Approval of the amended job descriptions:

Child Care Assistant	Child Care Assistant II
Child Care Coordinator	Instructional Aide

**8. Public Comment on Non-Agenda Items**

*Pursuant to Board Policy 9324, Board Minutes and Recordings: "The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address."*

A. Comments on non-agenda items.

- Des Alvarez commented on parent notification of student injuries, staffing decisions for school front office, the collection of student health insurance information, including student records and billing practices, administrative actions involving a student with disabilities, classroom disciplinary practices, and parent requests for teacher assignments.
- Antoinette Jensen commented on a districtwide letter related to social media on legal language, and potential district violations of Board Policies (BP) 1112 *Media Relations*, and BP 1114 *Social Media*. She also shared comments on her CDE complaint on preschool program practices, including student placement and fees. She called for district accountability, transparency, and leadership that is unconnected to past conflicts.

**9. Board / Staff Comments or Suggested Items for Discussion at Upcoming Meetings**

- Member Fort commended Justin Kooyman at the African American Parent and Educator Advisory Committee (AAPEAC) meeting for presenting data clearly to parents and facilitating collaborative discussions with principals and administrators.
- Member Gordon expressed enthusiasm for the upcoming Ruby Walk to School event and praised the decision to give students the Monday before Veterans Day off. He noted the two superintendent search firms focus on gathering stakeholder input and highlighted the importance of listening to community feedback, and even if not in agreement, responding transparently. He encouraged members of the public to contact law enforcement should there be any concerns related to law enforcement investigations. Member Gordon shared his full support for the superintendent and her actions. On a personal note, he shared pride in his daughters' recent softball achievements. Lastly, he suggested providing the board with additional information on after-school program eligibility and enrollment processes to enhance understanding.
- Member Karsch expressed appreciation for school Veterans Day presentations, emphasizing their importance in connecting students with community members and honoring service. She also praised the arts, music, and dance programs, noting their positive impact on students' growth and personal development, and encouraged teachers and principals to continue sharing these experiences.

**10. Closed Session**

The Board of Trustees adjourned to Closed Session at 9:34 p.m.

- A. Public Employee Discipline/Dismissal/Release/Nonreelect (Government Code 54957)
- B. Conference with Legal Counsel-Settlement Agreement (Government Code 54956.9)(d)(1)  
Case Number 03-2025/2026 and 04-2025/2026
- C. Liability Claim (Government Code 54956.95)  
Claimant: PL2526-03 T.S.
- D. Conference with labor negotiator (Government Code 54957.6) for the 2026-2027 school year.  
District Negotiator: Charlayne Sprague, Superintendent
- E. Public Employee Performance Evaluation: Superintendent (Government Code 54957)

**11. Reconvene to Open Session**

The Board of Trustees reconvened into Open Session at 10:29 p.m.

Item 10. A. No action taken.

Item 10. B. In Closed Session, the Board of Trustees took action to approve the settlement for Case Number 03-2025/2026, on a motion by Member Fort, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.  
In Closed Session, the Board of Trustees took action to approve the settlement for Case Number 04-2025/2026, on a motion by Member Karsch, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

Item 10. C. In Closed Session, the Board of Trustees took action to deny the Claim No. PL625-03 filed by T.S. against the Etiwanda School District on a motion by Member Gordon, seconded by Member Fort, and carried by a unanimous vote with all members present voting yes.

Item 10. D. No action taken.

Item 10. E. No action taken.

**12. Adjournment**

The meeting was adjourned at 10:31 p.m. on a motion by Member Karsch, seconded by Member Gordon, and carried by unanimous vote with all members present voting yes.

Board approved date: 12/15/2025